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DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
Washington, D. C., June 5, 1915.

THE FOLLOWING SUGGESTIONS SHOULD BE OBSERVED:

1. If you have a complaint to make, make it definitely and specifically to the supervising operator in charge at the time the incident occurs. (Branch 100.)

2. Before making your call be sure that the number you ask for is correct. The wrong number delays the caller, annoys the person called, and retards the service.

3. Speak close to the mouthpiece in a clear tone of voice. There is a happy medium between whispering and shouting. Do not speak in a listless monotone; emphasize each syllable slightly.

4. To attract the operator's attention, move the telephone hook slowly up and down. This is important, as a rapid, impatient jogging of the hook defeats your own object. Rapid movement does not signal the operator.

5. Answer calls promptly; failure to do so keeps the person calling doubtful whether his call is receiving proper attention at the hands of the department operator, and may result in the loss of a message.

6. When you answer the telephone, reply by giving the name of your office and your own name, thus: "Cereal Investigations; Smith speaking."

R. M. REESE,

Chief Clerk.



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